

Committing Intermittent Leave to the Timecard



eSTART
State of Alabama

The **Quick Leave Editor** allows you to enter intermittent leave time for an **open** leave case, such as an employee with an ongoing doctor's appointment or physical therapy.

- 1 Use any view from the **My Views** widget or **Related Items>Quickfind**, to locate and select the employee.
- 2 Select the specific time period from the Time Period drop-down list.
- 3 Select **Go To>Quick Leave Editor**.

The screenshot shows the eSTART interface. At the top, there's a 'Next Pay Period' dropdown and a button with a calendar icon. Below that, a 'Go To' button is visible. A dropdown menu is open, showing options: 'People Editor', 'Schedule Editor', 'Manage My Requests', 'Leave Case Editor', 'Leave Case List', 'Reports Manager', and 'Quick Leave Editor'. The 'Quick Leave Editor' option is highlighted with a red box.

- 4 The **Leave Case Editor** will display.
In the **Leave Time Amount** column, click the cell for the applicable day(s) and enter the leave time hours.

NOTE: The number of hours must always be entered in 15-minute increments.

Hours for multiple days may be entered if needed.

The screenshot shows a table with columns 'Date' and 'Leave Time Amount'. The table contains rows for dates from Mon 12/21/2015 to Fri 12/25/2015. The 'Leave Time Amount' column has input fields. The input field for 'Wed 12/23/2015' is highlighted with a red box and contains the text '4:00'. Below the table are 'Save' and 'Refresh' buttons.

| Date | Leave Time Amount |
|----------------|-------------------|
| Mon 12/21/2015 | |
| Tue 12/22/2015 | |
| Wed 12/23/2015 | 4:00 |
| Thu 12/24/2015 | |
| Fri 12/25/2015 | |

- 5 Click **Save**.
- 6 To review the time from the timecard, select **Go To>Timecards**.

The screenshot shows a timecard entry. A red box highlights the entry 'LV - SICK LEAVE TAKEN' with a value of '4:00'.

| | |
|-----------------------|------|
| LV - SICK LEAVE TAKEN | 4:00 |
|-----------------------|------|

NOTE: The pay codes may also be added directly to the timecard, or you may contact your Leave Administrator if you are unable to commit the time.

Also, an employee may request the time by submitting a time off request, provided he/she has an open and approved extended leave case. The available selections will vary based on the type of leave case. See the **Employee Pay Codes for Time Off Requests** job aid for a list of these pay codes.